

Personnel Management Delegation Program Parameters

Topic	Delegation Provided	DPA Approval Required	Relevant References	DPA Contact for Exceptions or Questions
Delegation Requirements	All departments are required to submit a complete set of organization charts annually on July 1, and prior to any major reorganization. All departments are required to keep proper documentation of all delegated decisions according to the requirements outlined in the C&P Guide sections for the above topics.		Various Section 320 (Organization Chart format)	C&P Analyst or PSB
Position Allocation	All departments have delegated authority to approve position allocation decisions that meet the guidelines for most all classifications. The following departments have delegated authority to approve position allocations to the Attorney IV level: DOJ/AG, CDE, DFEH, DIR (Office of the Director & DLSE only), DPA, CalTrans, FTB, Office of the Legislative Counsel, CalPERS, PUC, and State Public Defenders. See Pay Scale Section 13 for MCR and departmental exceptions.	The following classes are MCR II: Staff Services Manager I (Specialist), Staff Services Manager II (Specialist). The following classes are MCR None: Data Processing Manager IV, Staff Counsel IV (see departmental exceptions), Labor Relations Specialist, Labor Relations Manager I, and Labor Relations Manager II. Departments must check with their C&P analyst to clarify delegation for approving headquarters peace officer positions. All exceptions to established criteria must continue to come to DPA for review and approval, including use of another department-specific class.	C&P Guide Sections 300, 320, and 335	C&P Analyst
Career Executive Assignment (CEA)	All departments may directly submit requests to establish new CEA positions to SPB with a concurrent copy (that includes a 625 cover sheet) sent to DPA for processing.	All exceptions to established CEA levels criteria must continue to come to DPA for review and approval. All requests for CEA salary exceptions must be submitted to DPA for review and approval.	C&P Guide Sections 400 to 499 PML 06-06 PML 06-37 Pay Scale Section 8	C&P Analyst
Class Modification		Non-hearing and Hearing Board Items must be submitted through DPA. DPA will handle all contact with the unions on all staff Board items.	C&P Guide Sections 100 to 199	C&P Analyst
Class Establishment		All Non-hearing and Hearing Board Items either establishing new classes or revising existing classes will be submitted through DPA.	C&P Guide Sections 100 to 199 Section 200	C&P Analyst

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Staff Reductions/ Layoffs		All delegated functions are subject to cancellation during a staff reduction or layoff per discussions with departmental C&P representative and/or the Department of Finance (DOF) budget instructions.	Various	C&P Analyst or DOF Instructions
Hire Above Minimum (HAM)	All departments have delegated authority to approve HAM for extraordinary qualifications (including exceptions), former legislative employees, and former exempt employees.	HAM approval for current State employees must be approved by DPA.	C&P Guide Section 250 Government Code (GC) 19836	PSB
Red Circle Rate	All departments have delegated authority to approve red circle rates for general Civil Service employees and Career Executive Assignment (CEA) positions (90 days).		C & P Guide Sections 260 and 440 GC 19837	PSB
Exception to the Salary Rules	All departments have delegated authority to approve an exception to the salary rules under the following circumstances: when there is a salary loss upon transfer to a deep class; when there is a reappointment or reinstatement without a break in service.		DPA Rules 599.674-599.676	PSB
Date of Entitlements (Backdating)	All departments have delegated authority to backdate mandatory transactions beyond three years that update or change employee salaries or pay history to their date of entitlement.		DPA Rule 599.668	PSB
Merit Salary Adjustments	All departments have delegated authority to approve movement to the maximum of the salary range when the salary is \$25.00 or less from the maximum rate.		GC 19836	PSB
Administrative Time Off (ATO)	All departments have delegated authority to approve up to 30 days of ATO.	DPA must review ATO that exceeds 30 days.	GC 19991.10	PSB
Backdating Allocations	All departments have delegated authority to backdate position allocations.	SPB approval is required on backdated appointments for over 60 workdays.	C&P Guide Section 320	C&P Analyst

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Out-of-Class (OOC)	All departments have delegated authority to approve OOC assignments as provided in the Bargaining Unit Contracts. For confidential, supervisory, managerial, and other excluded employees, departments may approve OOC for up to one year.	OOO assignments to exempt positions must come to DPA for preapproval. Note: There are no exceptions to request extensions of OOC assignments beyond the MOU provisions.	C&P Guide Section 375 MOU (various)	C&P Analyst
Special Consultant	All departments have delegated authority to approve Special Consultants for situations that meet the guidelines.	DPA must review all exceptions, including salaries that exceed the maximum specified in the C&P Guide. Departments need to coordinate with the State Personnel Board (SPB). Any special consultant used pending exempt appointments must be approved by the DPA Exempt Unit.	C&P Guide Section 340	C&P Analyst or Exempt Unit